
CHAPTER 19 QUARTERLY AND ANNUAL REPORTS

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[Ind. Administrative Rule 1](#) and [Ind. Administrative Rule 2](#) require courts and probation departments to file reports with the Division of State Court Administration (Division). These reports are filed electronically on INcite, using the [Indiana Courts Online Reports](#) (ICOR) application. The following are a list of the reports filed on ICOR:

Courts:

- Quarterly Case Status Report (QCSR)—filed 10 days after the end of each quarter
- Annual Report on Court Revenue—filed 20 days after the end of the calendar year
- Annual Report on Budget & Expenditures—filed 20 days after the end of the calendar year
- Annual Report on Budget and Expenditures for Public Defender Offices – filed 20 days after the end of the calendar year. Beginning with the calendar year 2015, Public Defender Offices must file this report.
- Court Reporter Annual Reports—filed by March 31 for the previous calendar year.

Probation Departments:

- Probation Quarterly Reports (Juvenile, Adult Misdemeanor, Adult Felony)—filed 10 days after the end of each quarter
- Juvenile Law Services Quarterly Demographic Report—filed 10 days after the end of each quarter
- Semi-Annual Juvenile Law Services Financial Report—filed 20 days after end of second and fourth quarters
- Annual Operations Report—filed 20 days after end of the calendar year
- Annual Report on Budget & Expenditures (if applicable)—filed 20 days after end of the calendar year

Each of these reports collects information used for various reports including the [Annual Indiana Judicial Service Report](#) and the [Weighted Caseload Measures](#). Printable worksheets for all of the above reports and application guides are available at <http://www.in.gov/judiciary/admin/2462.htm>.

Quarterly Case Status Report

Each trial court files its own Quarterly Case Status Report (QCSR) on the ICOR application contained within INCite. The QCSR permits the Division and others to monitor the case activity in each court, based on case type, case disposition and use of special court services, such as court interpreters or public defenders. Each case that is filed in a court is assigned a case type, as determined by [Ind. Administrative Rule 8](#) as well as [Ind. Administrative Rule 1](#), which requires that each defendant and each juvenile in criminal and juvenile matters receive a separate case number. Assigning case types is discussed in a different chapter of the Administrative Manual and is further explained in the QCSR Application Guide.

The disposition of each case is equally important. Some cases involve multiple issues, counts or causes of action which may be dealt with in different ways. The disposition reported should be the one that most accurately reflects the manner of disposition of the case that used the most judicial time. For example:

- A criminal defendant is charged with a one felony and three misdemeanors. The felony case is dismissed; one misdemeanor has a jury trial and the defendant pleads guilty to the remaining misdemeanors. The method of disposition is jury trial.

These reports are filed quarterly and collectively published in the annual *Indiana Judicial Service Report*. In addition to tracking the filed cases by case type and the dispositions of each of the cases, the Division also tracks cases that have been transferred to other courts, assigned to a special judge, had a party proceed without legal representation, undergone alternative dispute resolution, had an interpreter, guardian *ad litem* or public defender assigned or was filed as a death penalty/life without parole case.

Report on Court Revenue

Each court or group of courts must file the Report on Court Revenue (Revenue Report) each year, in accordance with [Ind. Administrative Rule 2](#). The Rule requires the clerk report to the judge of the court or chief judge of a unified court system, the revenues collected during the year. The Revenue Report separates the revenues by cost or fee item. Information for each cost, fee or other item on the report is provided on INCite as well as the Report on Court Revenue Application Guide. It is critical that as fees or costs are added or changed each year, the clerk separates and maintains the revenues as to each statutory fee so that the Revenue Report correctly reflects the revenues collected by the court and county for the year.

Court Report on Budget & Expenditures

[Ind. Administrative Rule 2](#) requires each court or unified court system submit its Budget & Expenditures to the Division for the previous calendar year. This report

tracks salaries of the judge, additional judicial officers, staff and other employees. It also tracks expenditures made for equipment (rental and purchase), supplies, training, travel, postage, maintenance services and other expenditures necessary to maintain the court system. Additional information regarding the report is provided on INCite as well as the Report on Budget and Expenditures Application Guide.

Public Defender Offices with separate budgets are encouraged to report their expenditures as well using a modified version of the Budget and Expenditure Report. Beginning 2015, Public Defender Offices are required to report their expenditure as outlined in [Ind. Administrative Rule 2\(C\)](#).

Other Court Reports

Each court reporter files with the Division their report on the number of transcripts completed for the year, as well as the income generated. This form is also filed on ICOR and instructions are available on Incite at <http://www.in.gov/judiciary/admin/2462.htm>.

Probation Reports

The probation departments across Indiana are required to file case status reports and Budget & Expenditure reports as well, in accordance with [Ind. Administrative Rules 1 and 2](#). The quarterly status report tracks the number of cases (and separately people) assigned to a sentence of probation, as well as the disposition of each sentence. Information regarding the filing of the quarterly report is provided on INCite as well as the Probation Reporting Application Guides. These may be found at: <http://www.in.gov/judiciary/admin/2462.htm>.

Additionally, the probation departments that maintain separate budgets for all or portions of their departments are required to file their Budget and Expenditure Report for the year. The report collects information not provided by their supervising courts, and generally represents salary and supply expenditures.

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